

## 4.1103 Procedures.

(a) Unless the *acquisition* is exempt under [4.1102\(a\)](#), the *contracting officer*—

(1) *Shall* verify that the *offeror* or *quoter* is registered in SAM (see paragraph (b) of this section) at the time an *offer* or quotation is submitted;

(2) *Should* use the *unique entity identifier* to verify SAM registration—

(i) Via <https://www.sam.gov>; or

(ii) As otherwise provided by agency procedures; or

(3) Need not verify SAM registration before placing an order or call if the contract or *agreement* includes the clause at [52.204-13](#), *System for Award Management Maintenance*, or a similar agency clause, except when use of the Governmentwide commercial purchase card is contemplated as a method of payment. (See [32.1108\(b\)\(2\)](#).)

(b) If the contract action is being awarded in accordance with [4.1102\(a\)\(5\)](#), the contractor is required to be registered in SAM within 30 days after contract award, or at least three days prior to submission of the first *invoice*, whichever occurs first.

(c) Agencies *shall* protect against improper disclosure of information contained in SAM.

(d) The *contracting officer shall*, on contractual documents transmitted to the payment office, provide the *unique entity identifier*, or, if applicable, the *Electronic Funds Transfer* indicator, in accordance with agency procedures.

**Parent topic:** [Subpart 4.11 - System for Award Management](#)